

## **DROPPING AND ADDING COURSES**

After registration, a student may drop or add courses. This should be done prior to the University of North Dakota Office of Admissions and Records' deadline for dropping or adding of courses. No course in the School of Law may be dropped or added after the deadline without the written approval of the Dean and approval of the instructor in each course.

A student wishing to drop or add a course after registration should obtain a Registration Action Form from the Office of the Dean. [See Registration Action Form, Appendix I, Page A9]. The form is to be completed by the student and returned to the Office of the Dean for the Dean's signature. Faculty signatures will be required for all course changes after deadlines. The Dean's Office will forward the form to the University of North Dakota Office of Admissions and Records. Withdrawal from a course will be indicated on a student's transcript by a "W".

This procedure applies to changing registration in a course from credit to audit, or vice versa; and from graded to ungraded, or vice versa.